

**REQUEST FOR PROPOSALS
FEE ACCOUNTING AND
FINANCIAL CONSULTING SERVICES
FOR THE
WARREN METROPOLITAN HOUSING AUTHORITY
LEBANON, OHIO**

Instructions and Information

1. Your proposal must be submitted in 2 complete copies and include a cover letter of interest which also describes your firm's approach and philosophy toward such contracts.
2. Your proposal must contain sufficient detail that each of the ranking criteria may be evaluated accurately and fairly. It should include:
 - a. For uniformity in the responses and ease of review and ranking, organize your proposal according to the seven ranking criteria.
 - b. Tab/divide each of the seven sections and mark them clearly.

Scope of Fee Accounting Services

3. The Fee Accounting firm shall perform all the necessary service provided under this contract under all terms and conditions as specified by the Housing and Urban Development (HUD), State of Ohio and local agencies to keep the Agency compliant and consistent with all rules, regulations and laws. The firm shall perform and carry out, in a satisfactory, timely and proper manner, as determined by the Agency, the following but not limited to:
 - a. Review and maintain accurate updated books, records, and accounts of the Agency in accordance with the procedures outlined by the U.S. Department of Housing and Urban Development (HUD) for each program including the Management Services.
 - b. Review and ensure accuracy of journal entries as required monthly for the programs, including proposing correcting entries where necessary and assisting the Fiscal department to implement documented policies and processes to ensure continued General Ledger accuracy.

Assist with the monthly, quarterly and year end close for the fiscal year (12/31), to include but not limited to reviewing and producing final trial balances, reconciliation of all balance sheet accounts, creation of all necessary work-paper schedules and roll forwards, year end entries, complete year end tasks required by the programs and funders, audit prep, reconciliation of inter-fund and cash accounts and transmission of the FDS.

- c. Review Existing Capital Fund program and budgets for the purpose of determining proper expenditure of grant funds.
 - d. Quarterly review and reconcile submitted VMS data for prior month corrections (PMC). Balance GL and VMS at Year end.
 - e. Prepare timely, analyze, and submit after WMHA review, FDS (audited and unaudited), and other HUD or funder related reporting required for the programs based on deadlines set by HUD/Funders.
 - f. Be available and serve as a consultant on accounting and fiscal matters.
 - g. Provide internal auditing / review services as requested by the Agency.
 - h. Prepare or assist with other fiscal reports and statements when requested by the Agency.
 - i. Perform all the services and comply with all the terms and conditions, as set forth in the agreement for Accounting Services.
 - j. Review all program related documents and make any suggestions to management to ensure a clean audit.
 - k. Prepare all audits, schedules, reconciliations and documentation upon request.
 - l. Assist to maintain Agency's ledger in accordance with HUD rules and regulations.
 - m. Knowledge of MRI HAB and HAPPY Software is preferred.

 - n. Work in compliance with the Independent Public Accountant (IPA) who performs the Authority's annual audit and resolves any audit findings during that audit that relate to financial matters.
4. Review the form of contract entitled *Fee Accounting & Consulting Services Contract* that is included as part of this packet. Familiarize yourself with it thoroughly.
5. Please note that the term of the proposed contract is a three-year period commencing February 1, 2025, and the option of three additional one-year extensions, each subject to negotiation and HUD approval.
6. Your response **must** include:
- a. Fee Accounting firm must have and maintain all necessary licensing, insurance to cover liability and workers' compensation insurance and will have to submit proof of insurance.
 - b. Fee Accounting firm must be in good standing and should NOT be DEBARRED, suspended or otherwise precluded from providing fee accounting service.

- c. Demonstrated availability of principals and staff for either on-site or direct remote work as required by Agency.
 - d. Your preliminary estimates of the amount of time necessary to perform the required services and a proposed monthly schedule.
7. The Warren Metropolitan Housing Authority reserves the right to reject any or all proposals received in response to this Request for Proposals.
- a. A ranking team will independently review and rank the proposals. The ranking will take into consideration the qualifications as well as fees charged for services. In the event a contract cannot be negotiated with the top-ranked firm, negotiations will be undertaken with the second highest ranked firm, etc.
9. Your proposal must be received no later than December 16, 2024, at 4:00 p.m. FAX responses will not be accepted. Mail, email or deliver your proposal to:

Jacqueline Adkins
Executive Director
Warren Metropolitan Housing Authority
990 East Ridge Drive
Lebanon, Ohio 45036
513.695.3380
Email: jadkins@warrenmha.org

Inquiries regarding this Request for Proposals may be sent to Jacqueline Adkins at jadkins@warrenmha.org or to the address listed above.

Ranking Criteria

1. Specialized knowledge and an understanding of Federal, State and local housing, housing development and housing modernization programs, including, at a minimum, Conventional Public Housing, Section 8 Assisted Housing, Public Housing Development, Capital Fund Program, and Supportive Housing Programs.
2. Prior experience as a Fee Accountant/Financial Consultant to a Public Housing Authority (PHA), performing, at a minimum,
 - a. Preparation and review of all required HUD financial statements and PHA internal financial reports.
 - b. Preparation and processing of all monthly journal entries.
 - c. Analysis of Annual Contributions and other significant accounts, such as Debt Service, Operating Subsidy, Payroll and MOD grants.
 - d. Conducting a PHA year-end closing.
 - e. Preparation and review of the PFS calculations, PHA Operating Budget and Section 8 Budget(s).
 - f. Maintaining and preparation of budget, general ledgers, subsidiary ledger for a Supportive Housing Program.
 - g. Staff training.
3. The ability to be responsive to the Authority's needs and to perform the services promptly.
4. The availability and adequacy of the human and physical resources necessary to perform all of the required services promptly and effectively.
5. A commitment to the requirement of Section 3 of the Housing and Urban Development Act of 1968.
 - a. A firm that is a *Section 3 Business Concern* will receive a five (5) point bonus in the evaluation/ranking process. A *Section 3* firm must claim this bonus in their proposal and must submit their proposal a *Section 3 Certification* and evidence in support of the claim.
7. A detailed fee structure for services provided.

HUD Section 3 Overview

Each year, HUD invests billions of federal dollars into distressed communities across the country for projects. Projects include:

- Building and rehabilitating housing
- Improving a variety of infrastructures
- Building community centers
- Helping families achieve stability and advancement

The Section 3 program requires recipients of HUD funding to direct employment, training, and contracting opportunities to low-income individuals and the businesses that employ these persons within their community. Section 3 is a provision of the HUD Act of 1968 and is found at 12 U.S.C. 1701u. The regulations are found at 24 CFR Part 75.

Per this statutory language, recipients of HUD funds (i.e. grantees and contractors) ensure that "to the greatest extent feasible," when certain HUD funds are used to assist housing and community development projects, preference for construction-related training, jobs, and contracting opportunities go to low- and very-low income people and to businesses that are owned by low- and very-low income persons or businesses that hire them. These opportunities are both gender and race neutral.

FEDERAL DEBARMENT CERTIFICATION FORM

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension (1986) and Executive Order 12689, Debarment and Suspension (1989) at 2 C.F.R. Part 180.

(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS ON THE WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by Response, that it is in compliance with the requirements of 2 C.F.R. Part 180 and that neither it, its principals, nor its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Response.

ATTESTATION

By signing this report, I certify to the best of my knowledge and belief that the foregoing is true, complete, and accurate. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Sections 3729-3730 and 3801-3812).

Company Name

Name and Title of Authorized Representative

Signature

Date

FEDERAL DEBARMENT CERTIFICATION FORM (CONTINUED)

Instructions for Certification

1. By signing and submitting this Response, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this class is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this Response is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The prospective recipient of Federal assistance funds agrees by submitting this Response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
5. The prospective recipient of Federal assistance funds further agrees by submitting this Response that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.